



# **CITY OF IDAHO FALLS**

Office of the Mayor  
City Hall  
308 Constitution Way  
Idaho Falls, ID 83405

*Jared D Fuhriman*  
Mayor

## **GRANTS FOR THE ARTS COMMITTEE**

### **GRANT PROPOSAL PROCEDURES**

#### **GRANT PROCEDURE AND CRITERIA FOR FUNDING:**

Under the applicable laws of the United States of America, all grants awarded by the City of Idaho Falls Grants for the Arts Program must be for the purposes set forth in section 501 (c) (3) of the Internal Revenue Code.

Only requests submitted by the City of Idaho Falls-based organizations, for the benefit of citizens of the City of Idaho Falls, are considered. Requests for funding of performances, exhibits, or similar purposes will receive special consideration and requests for funding of capital expenditures or equipment purchases are preferred over proposals that solicit for operating funds.

Proposals meeting the criteria listed below receive additional favorable consideration by the Grants for the Arts Committee:

1. Matching funds, in cash or in-kind contributions, are available from other sources;
2. A high ratio for the number of persons benefiting per dollar of contribution;
3. The resulting capability has a long service life;
4. The grant will initiate a function that would grow and succeed without further contribution from the City of Idaho Falls Grants for the Arts Program; or
5. The grant results in a desirable capability, facility, or service in Idaho Falls that most likely would not happen without a contribution from the City of Idaho Falls Grants for the Arts Program.

It is unlikely that projects submitted for consideration that are the direct responsibility of a governmental entity, or would need an additional annual commitment from the City of Idaho Falls Grants for the Arts Program, will receive a grant award.

All applications for grants from the City of Idaho Falls Grants for the Arts Program must:

1. Be accompanied by the attached proposal request form (forms can also be found online at [www.idahofallsidaho.gov](http://www.idahofallsidaho.gov)), filled out in full, with appropriate signatures, and

2. Include supporting documentation/evidence demonstrating that the organization is a qualified recipient under section 501 (c) (3) and related regulations of the Internal Revenue Code of the United States.

All applicants must submit five (5) copies of Request Form, and all supporting documentation. All proposals submitted are prepared at the sole expense of the applicant. The Grants for the Arts Committee will make recommendations to the City of Idaho Falls for grant awards, and all final decisions regarding the awarding of the grant monies are made by the City of Idaho Falls.

Any publicity, advertising, or programs should credit the City of Idaho Falls as the source of any financial support to the project received as a result of this request.

Following the awarding of any grant funds, the City of Idaho Falls Grants for the Arts Committee should receive a report of grant funds expended.

Completed grant forms can be delivered to the Mayor's Office at the City Building, 308 Constitution Way, Idaho Falls, Idaho 83402, or mailed to the following address:

Grants for the Arts Committee  
City of Idaho Falls – Mayor's Office  
PO Box 50220  
Idaho Falls, Idaho 83405-0220

**All forms must be submitted by the end of the business day on Tuesday, October 15, 2013.**

# CITY OF IDAHO FALLS GRANTS FOR THE ARTS COMMITTEE

## GRANT PROPOSAL REQUEST FORM

This form must accompany any proposal submitted to the City of Idaho Falls Grants for the Arts Committee requesting a financial grant. Please complete the form in its entirety and include the appropriate supporting data/documentation as requested.

Organization Profile: \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
\_\_\_\_\_

History of Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grant Administrator: \_\_\_\_\_ Phone: \_\_\_\_\_  
Type/Print

Address: \_\_\_\_\_

Chief Officer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Type/Print

Address: \_\_\_\_\_

☐ Attach Roster of Officers

Number of Members: \_\_\_\_\_ IRS Non-Profit Number: \_\_\_\_\_

Proposed Project Synopsis:

Project Title: \_\_\_\_\_

Purpose of Project: \_\_\_\_\_  
\_\_\_\_\_

Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Funded Activity: \_\_\_\_\_  
\_\_\_\_\_

Anticipated number of people served by proposed project: \_\_\_\_\_

Type of Project:  
Performance/Exhibit: \_\_\_\_\_  
Equipment: \_\_\_\_\_  
Operating Funds: \_\_\_\_\_

Field of Project:  
Performing Arts: \_\_\_\_\_  
Visual Arts: \_\_\_\_\_  
Other: \_\_\_\_\_

#### Project Schedule

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

#### Project Subsidy

Total Cost: \_\_\_\_\_

Amount of Request: \_\_\_\_\_

#### Additional Sources of Funding

Amount: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Amount: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Amount: \_\_\_\_\_

Sponsor: \_\_\_\_\_

(Verification of contributions and additional sources of funding may be included on a separate page, if needed.)

Append any additional information or exhibits that may assist the Committee in making its determination.

\_\_\_\_\_  
Grant Administrator  
Signature

\_\_\_\_\_  
President/Chairman  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_